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Questions and Answers, No. 1

Request for Proposals (RFP) No. S00R6400009

EVALUATION, MEASUREMENT, AND VERIFICATION OF EMPOWER MARYLAND,
LOW-INCOME, ENERGY EFFICIENCY PROGRAM SERVICES

June 30, 2016

The following Q&A is provided for informational purposes only. It is ***not*** an amendment to the IFB.

<u>Vendor Question</u>	<u>DHCD Answer</u>
What is the deadline to submit questions to the procurement officer?	Questions must be submitted at least five (5) calendar days from the RFP closing date.
What percentage of units completed have actual utility data?	DHCD has about 75% of the utility usage for the completed units.
Does the budget need to be submitted to the Public Service Commission (PSC) for approval.	The budget only needs to be submitted to the PSC if the proposal exceeds the current budgeted amount for EM&V.
Can the minimum qualifications be met cumulatively through the qualifications of the offeror and proposed subcontractors, or must the offeror independently meet the minimum qualifications?	The RFP Minimum Qualifications alternatively allow for "ALL key personnel assigned to this Contract shall have experience..." per Section 2.1.1.
Is there Guidance on the required sampling size?	Final sampling size(s) will be discussed and negotiated with the PSC Independent Evaluator. However, the "EmPOWER Energy Efficiency Programs Strategic Evaluation Guidance" provides the following on page 4, paragraph 3: "It follows previous EmPOWER guidance provided in the 2012 EmPOWER Strategic Evaluation Plan and is intended to supplement and complement PSC Orders and various evaluation protocols, namely the Uniform Methods Project (UMP), ¹ the International Performance Measurement and Verification Protocol (IPMVP), ² and the Mid-Atlantic Technical Reference Manual (TRM). ³ "
Can a list of MBE/VBE contractors be posted?	Yes, DHCD will post separately a list of potential subcontractors from the MDOT MBE database and the Vetbiz VSBE database. However, this list <i>not</i> comprehensive, and it is <i>not</i> a recommendation.
Can an MBE prime contractor fulfill the total MBE requirements?	No, an MBE prime contractor can only fulfill up to 50% of the MBE requirement.



There are two federal listings for VA entities. Which list does the Department recognize for qualified entities?	Per COMAR 21.11.13.02.B(2), “‘Veteran-Owned Small Business Enterprise (VSBE)’ means a business that is verified by the Center for Veterans Enterprise of the United States Department of Veterans Affairs as a veteran-owned small business.” As of September 30, 2013, that office is now called the Center for Verification and Evaluation (CVE). CVE-certified VSBEs can be found at www.vip.vetbiz.gov .
Do both single family and multi-family programs require EM&V each year?	Yes. Both programs require evaluation for each calendar year of the program. Currently, 2014 and 2015 need to be completed and the 2016 evaluation work can begin immediately.
Is the prior EM&V plan available as guidance in developing the current proposal?	No.
Are the program production numbers available to gauge the size of the programs?	Below are links to the most recent reporting filings on the EmPOWER programs. It is in two (2) parts. Part A: http://webapp.psc.state.md.us/newIntranet/Casenum/NewIndex3_VOpenFile.cfm?filepath=C:\Casenum\9100-9199\9153\Item_656\PartA.DHCHQ3Q42015LIEEPMEEHASEmiAnnualReport.pdf Part B: http://webapp.psc.state.md.us/newIntranet/Casenum/NewIndex3_VOpenFile.cfm?filepath=C:\Casenum\9100-9199\9153\Item_656\PartB.DHCDQ3Q42015LIEEPMEEHASEmiAnnualReport.pdf
Will multiple awards be made to cover specific geographical areas?	No. The chosen EM&V contractor is responsible for evaluating the program throughout the state.
The RFP requires the EM&V contractor to review program tracking systems and data integrity. Is the EM&V contractor responsible for correcting identified deficiencies?	No. The contractor is required to evaluate the program, including processes, procedures, data integrity, etc. The contractor is also required to provide recommendations for improving the program where opportunity is found.
Are subcontractors required to meet the stated insurance requirements?	No. Only the prime contractor is required to meet the insurance requirements.
What is a resident agent, and who needs one?	Per page 3 of “Guide to Legal Aspects of Doing Business in Maryland,” “A resident agent is a person or entity that serves as a business organization’s ‘point of contact’ in the state for the purpose of receiving legal notices addressed to the business.” For more information, go to https://www.oag.state.md.us/legalaspects.pdf .